

May 7, 2003

## **REQUEST FOR PROPOSAL NO. 03-040**

### **TRANSIT VILLAGE - PALMDALE**

The Southern California Association of Governments (SCAG) and the City of Palmdale are soliciting proposals in response to Request for Proposal (RFP) No. 03-040, Transit Village - Palmdale. The RFP is comprised of the following eight parts presented herein as attachments:

1. Scope of Work
2. Proposal Information, Organization, and Content
3. Proposal Evaluation Form
4. Interview Evaluation Form
5. Contract Budget Explanatory Information
6. Debarment and Suspension Certification
7. SCAG Conflict of Interest Form
8. SCAG Vendor/Consultant Application (Please be advised that if you received a postcard notification for this RFP, you are on our pre-qualified vendors list and do not need to complete the application).

Firms wishing to respond to RFP No. 03-040 should submit their proposal to the attention of Sandeepa Scott, Contracts Administrator, by 3:00 PM (Pacific) on June 9, 2003 at the address that follows:

Southern California Association of Governments  
818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017

*A pre-bid conference will be held on May 22, 2003 at 10:00 a.m. at the following location. All prospective bidders are encouraged to attend the pre-proposal conference.*

City of Palmdale  
Development Services Building Conference Room  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5294

Your proposal must be received at SCAG by the deadline specified above. Late submittals, faxed, or electronically sent proposals will not be accepted. Any proposal received after the deadline will be returned to the consultant/vendor without further consideration.

Respondents should fully address all components of this RFP, especially of the following stipulations:

- SCAG reserves the right to disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP.
- Proposals must include a line item budget in the format and detail shown in Attachment 5. A similar detailed budget is required of each subcontractor whose portion of the work is \$25,000 or more.
- Any proposal exceeding the budget specified in this RFP will not be accepted.
- **Funding for this project is contingent upon availability of funds at the time of contract award.**
- SCAG does not reimburse respondents for the cost of proposal preparation, even in the event of RFP cancellation.
- Proposals must be printed/copied on recycled paper that has at least 20% post-consumer material. Three (3) ring binders will not be accepted, however, spiral or comb binding will be allowed.
- The Debarment and Suspension Certification must be fully completed by all parties to the proposal (prime and all subcontractors).
- The SCAG Conflict of Interest Form must be fully completed by any parties to the proposal whose portion of the overall work is valued at \$25,000 or more. All persons or firms seeking contracts valued at \$25,000 or more must complete and submit this SCAG Conflict of Interest Form to SCAG along with your contract proposal. This requirement also applies to any proposed subcontractors whose portion of the overall work is valued at \$25,000 or more.
- The three references that are required in Attachment 2 should not include any SCAG staff.
- Disadvantaged Business Enterprises (DBEs), as defined in Title 49, Part 26 of the Code of Federal Regulations, are strongly encouraged to apply.
- All offerors should ensure that they have completed and submitted a SCAG Vendor/Consultant Application, which has been provided as Attachment 8 of this proposal. Applications can also be obtained on-line at [www.scag.ca.gov](http://www.scag.ca.gov), under “News and Announcements.” The application is mandatory for all primes, but optional for subcontractors.

If you have any technical questions regarding the Scope of Work, please contact Sharon McCaughey at (661) 267-5294 or [smccaughey@cityofpalmdale.org](mailto:smccaughey@cityofpalmdale.org). Administrative questions should be directed either to Sandeepa Scott at (213) 236-1974 or Sam Mehta at (213) 236-1813.

Sincerely,

Karen L. Tachiki  
Chief Counsel/Director of Legal Services

## **SCOPE OF WORK**

### **TRANSIT VILLAGE - PALMDALE**

The City of Palmdale is seeking experienced consultants to conduct land use planning with the focus of promoting transit-oriented uses on approximately 100 acres near its Metrolink train station and transit center that are currently under construction. It is anticipated that new housing that is geared toward a mix of income groups and household sizes would be developed within walking distance of the station and that a variety of local retail and commuter-supported commercial uses would be provided to help foster economic vitality. This would result in a new, less auto-dependent, lifestyle option for City residents. The transportation center will provide a more readily accessible transportation option for existing City residents. The ability to walk safely between existing nearby residential neighborhoods and the transportation center will also be addressed. The plan will also outline efforts to stimulate development through identification of a set of tools, programs, incentives and policies that enhance both public and private investment.

#### **I. BACKGROUND**

A unique strategy is needed to identify community priorities that promote a mixture of commercial and residential uses, open space, walkable neighborhoods and access to bus service and the regional Metrolink rail line. An improved street access implementing traffic calming measures and bicycle amenities is also needed to enhance public safety and improve access to the City's Sierra Bikeway Trail.

#### **II. OBJECTIVES**

The City intends to prepare and adopt a comprehensive area plan identifying key opportunities and constraints that will lead to phased development of transit-oriented development in close proximity to the City's Metrolink train station and bus transit facility. Approximately 100 acres encompasses the transit village planning area, which is located south of Technology Drive, west of Sierra Highway in the City of Palmdale, County of Los Angeles (see map). Primary access to the transportation center is from a new street intersecting with Technology Drive just east of Third Street East. The purpose of preparing the area plan is to promote development of housing and supportive commercial uses that are within easy walking distance of multiple transit options, reduce traffic congestion and improve mobility in support of livable community concepts. Broad-based support will be solicited from the community throughout preparation of the area plan.

#### **III. SCOPE OF WORK**

Development of the transit village area plan will encompass meetings with staff, members of the community and attendance at public hearings as well as development of an area plan document consisting of text and graphics that will be used by both the City and the development community to guide future development within this approximately 100-acre site. The following tasks should be incorporated into all proposals submitted for this project:

## **1. Meetings**

- a) Proposals should include attendance at up to four meetings with staff to discuss development of the area plan.
- b) Proposals should include two community-based meetings to solicit input on the proposed plan.

**Deliverable: On-going.**

## **2. Data Collection**

- a) Preparation of a base map that includes existing parcels within an overlay that depicts vacant land and current land uses within the project area as well as within a 500' radius for property owner notification.
- b) Collection of other existing data including potential development constraints associated with existing and planned development, as well as parcel ownerships within the planning area, U.S. Plant 42's aircraft over flight area, noise, access, existing development patterns, planned freeway/highway corridors and other possible impacts on future development of the transit village.

**Deliverable: Base map and database of development constraints, parcel ownership as described above (two months after contract award).**

## **3. Draft Area plan document**

The area plan should include text and graphics that address the following:

- a) How the City's planned transportation center will effect transportation opportunities within the City and impact the immediate surroundings, as well as identify key opportunities for transit-oriented development.
- b) An overview of potential development constraints associated with existing and planned development, as well as parcel ownerships within the planning area, U.S. Plant 42's aircraft over flight area, noise, access, existing development patterns, planned freeway/highway corridors and other possible impacts on future development of the transit village.

- c) A conceptual land-use diagram following these three major guiding principles:
1. Compact, Mixed-Use Development. A sufficient variety and intensity of land uses should be provided within walking distance of the station facility.
  2. Pedestrian-Friendly Design. Building siting and orientation should be designed to create an environment that is conducive to walking in the vicinity of the station facility.
  3. Parking and Access Management. Automobile and bicycle parking should be planned in a way that balances the needs of motorized travel and bicycling and walking.
- d) Master infrastructure planning in support of the presented land use plan.
- e) Design standards reflective of a unique transit-oriented development strategy, such as potential joint-use and/or reduced parking requirements and building setbacks.
- f) Circulation/streetscape plans that include sufficient trees, lighting, safety elements and weather protection that encourages walking. The plan should consist of bikeways, walking paths and road and signal improvements to serve both the proposed development and existing residential areas.
- g) A set of high design standards and strict guidelines for parking areas and vehicular circulation so that cars do not interfere with pedestrian and bicyclist access to the station or make the station unpleasant for non-drivers.
- h) A comprehensive view of mobility, identifying transit opportunities and encouraging car-sharing, local shuttle service to employment centers as well as to shopping centers and other strategies.
- i) A redevelopment strategy, which describes potential parcel assembly and relocation needed to implement the plan. Provide a parcel-by-parcel analysis of the extent of the relocation assistance required by the State Relocation Act requirements, (Chapter 16, Section 7260, Government Code). Include at a minimum:
1. The number of persons/businesses displaced.
  2. The types of displaced entities (families, small retail businesses, large wholesale or manufacturing enterprises, farms, churches, hospitals, etc.)
  3. The tenure (month-to-month rent, long-term lease, or fee title) of the displaced entities.

4. Any special problems inherent in relocating the displaced entities (lack of adequate replacement housing, large inventory of merchandise to be moved, or unique quality of the enterprise difficult to duplicate at any other location.
- j) A market and implementation strategy including a demographic and economic analysis at various geographic levels and outlining the tools, programs, incentives, policies or other means that could be used to enhance opportunities for transit-oriented development.
- k) How key infrastructure (transit facility, pedestrian bridges, etc.) supports transit-oriented design.

**Deliverable: Five (5) hard copies of the Draft Plan for the Project Area (five months after contract award).**

#### **4. Final Draft Plan**

Preparation of a final draft of the plan, incorporating City of Palmdale staff's revisions.

**Deliverable: Five (5) hard copies and one camera-ready original copy of the Final Draft Plan (6 months after contract award.)**

#### **5. Public Hearings**

Proposals should include attendance at up to three public hearings before either the Planning Commission or City Council, to occur after City of Palmdale staff has conducted environmental review of the Plan. Consultant responsibilities might include making presentations and responding to questions and comments.

**Deliverable: Attendance and presentations at public hearings (9 and 10 months after contract award).**

#### **6. Final Plan Preparation**

Preparation of the Final Plan, revised based on input from City of Palmdale staff and the public hearings.

**Deliverables: Eleven (11) hard copies and one (1) camera-ready original copy of the Final Plan, electronic data compatible with City of Palmdale software, including the City's GIS (eleven months after contract award).**

# **PROPOSAL INFORMATION, ORGANIZATION AND CONTENT**

## **RFP No. 03-040**

*All proposals shall contain, at a minimum, the following information:*

### **LETTER OF TRANSMITTAL**

- A brief statement of the respondent's understanding of the work to be done and a positive commitment to perform the work within the required time period.
- Identification of the respondent's cost and fee rate and an estimation of the level of effort required to perform the work.
- A list of the names of the individuals authorized to make representations for the respondent, their titles, addresses, and telephone numbers.

### **TITLE PAGE**

An indication of the RFP number and project title; a list of all team members (prime and any subcontractors); local address and telephone and fax number of the prime; name and e-mail address of the prime's primary contact person; and date of the proposal. The provision of a current e-mail address for the prime's primary contact person is critical.

### **TABLE OF CONTENTS**

A clear identification of the material, by section and page number.

### **TECHNICAL APPROACH**

- A statement and discussion of the project objectives, concerns, and sensitive key issues.
- The technical approach for performing the study includes a detailed Scope of Work along with a program for executing the requirements and objectives of the project. A description of the technical approach to be followed for each major task or activity proposed to be performed and annotated outlines of the proposed final report (as applicable) are to be included.
- A discussion of the difficulties expected or anticipated in performing the study, along with a discussion of how the respondent proposes to overcome or mitigate against those difficulties.
- A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and significant events.



- A statement of the extent to which the respondent's proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP. Furthermore, a discussion of how the respondent would modify the project, schedule, and/or cost to better meet these objectives without exceeding the stated budget amount.

### **PROFILE OF RESPONDENT**

- A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.
- The location and telephone number of the office from which the work is to be done.
- Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals.

### **FEE STRUCTURE/FINANCIAL FORM**

- A completed line item budget (see Attachment 5).
- A budget summary by task.

### **REFERENCES**

A list of at least three references, including the names of contact persons within the firms.

### **SCAG STANDARD CONTRACT LANGUAGE**

Respondents should familiarize themselves with the terms and conditions of SCAG's standard contract language by reviewing the sample SCAG contract posted on-line at [www.scag.ca.gov/business/](http://www.scag.ca.gov/business/). Respondents must identify in their proposal any concerns or objections they would have with any of the contract terms and conditions if selected for contract award.

*Aside from proposal content, respondents should also be aware of the following:*

### **PERIOD OF PERFORMANCE**

The maximum period of performance for this contract is 12 months.

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

It is SCAG's policy to make it known that Disadvantaged Business Enterprises (DBEs), as defined in 49 Code of Federal Regulations, Part 26 are strongly encouraged to apply. Firms wishing to get credit for DBE status must be certified at the time of proposal submission. If you are a certified DBE, you must include a copy of your certification with your proposal. For those vendors/ consultants located within the southern California region, certification must be either from the Department of Transportation (Caltrans), the Metropolitan Transportation Authority, the

City of Los Angeles, the John Wayne Airport Authority, or the Orange County Transportation Authority.

## **PROPOSAL SUBMISSION**

The original should be clearly marked/stamped as such. **One (1) original and six (6) copies** shall be received by SCAG by 3:00 PM (Pacific) on June 9, 2003, to the attention of Sandeepa Scott, Contracts Administrator, at the address that follows:

Southern California Association of Governments  
818 W. 7th Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017

**All submissions are considered a matter of public record.**

## **SELECTION PROCESS**

- Proposals will be ranked in accordance with the criteria described in Attachments 3 and 4.
- Respondents may be brought in for interviews.

## **EVALUATION OF PROPOSALS**

Proposals will be evaluated according to the following criteria, which are listed according to their relative weight in the evaluation process:

- 1. Technical Approach**
  - a. Overall Responsiveness
  - b. Related Experience
- 2. Consultant Firms**
- 3. Project Management**
  - a. Staff Qualifications
  - b. Project Organization
  - c. Reasonableness of Schedule and Budget
- 4. Costs**
- 5. Reasonableness of Schedule**
- 6. DBE Participation**
- 7. References**

## **NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD**

Offerors have the right to protest the contract award in compliance with SCAG's *Policy on Contract Award Protests*, which can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov) under "Doing Business with SCAG." A written protest must be filed with SCAG's Deputy Director within five working days after posting of the Notice of Intent to Award. No verbal protests will be accepted. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG's Deputy Director via both certified mail and fax using the following address and fax number:

Deputy Director  
Southern California Association of Governments  
818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017  
213.236-1825 fax

The contract award is held up when SCAG's Deputy Director receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG's Deputy Director has rendered a decision.

### **BUDGET PARAMETERS**

Any proposal exceeding the budget specified in this RFP will not be accepted. The total available budget for this project is as follows:

Total budget: Not to exceed \$112,800  
Applicable work element #: 03-135.SCGC1

**Please Note: Funding for this project is contingent upon availability at the time of contract award. SCAG is not responsible for any costs or expenses incurred in the preparation of your proposal.**

### **MISCELLANEOUS**

- Debriefings will not be provided by SCAG.
- SCAG reserves the right to reject any and all proposals submitted and to request additional information.
- The contract for this work will be awarded to the firm that the selection committee deems best qualified.
- All applicable documentation must be fully executed by each bidder.
- Every proposal submitted is considered a firm offer that must be valid for a minimum of 90 calendar days.

# PROPOSAL EVALUATION FORM

## RFP No. 03-040

Consultant Name: \_\_\_\_\_

Evaluation Criteria	Max. Possible Points	Points Earned	Comments
<b>I. TECHNICAL APPROACH</b> Project Understanding & Approach <ul style="list-style-type: none"> <li>• Tasks &amp; approach clearly described</li> <li>• Creative/innovative approach</li> <li>• Understanding of Caltrans' processes</li> <li>• Complete/thorough description of work plan</li> </ul>	<b>30</b>		
<b>II. CONSULTANT FIRMS:</b> <ul style="list-style-type: none"> <li>• <u>Prime Consultant:</u></li> <li>• Familiar with regional &amp; local issues</li> <li>• Capability to reallocate resources as needed to meet project schedule</li> <li>• <u>Sub-Consultants:</u></li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• Each sub provides unique service(s) to the team</li> <li>• Subs are fully capable of performing their tasks</li> <li>• Expertise is clearly required for this study</li> </ul>	<b>25</b>		
<b>III. PROJECT MANAGEMENT</b> <b>Project Team:</b> <b>(Total hours: _____)</b> <ul style="list-style-type: none"> <li>• Reasonable total number &amp; distribution of hours</li> <li>• Qualifications of key individuals</li> <li>• Time commitment of key individuals</li> </ul>	<b>20</b>		
<b>IV. COSTS (Total contract cost):\$_____</b> <ul style="list-style-type: none"> <li>• Realistic cost in relation to total hours</li> <li>• Total cost within allocated budget</li> </ul>	<b>10</b>		
<b>V. REASONABLENESS of SCHEDULE</b> <ul style="list-style-type: none"> <li>• Total time allocated for each task is realistic</li> <li>• Logical &amp; realistic timing of each task</li> </ul>	<b>10</b>		
<b>VI. DBE PARTICIPATION</b>	<b>5</b>		
<b>VII. REFERENCES</b> <ul style="list-style-type: none"> <li>• Similar projects completed on time and within budget</li> </ul>	<b>Pass/ Fail</b>		
<b>TOTAL</b>	<b>100</b>		

**Name of Evaluator (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

## INTERVIEW EVALUATION FORM

**RFP No. 03-040**

Consultant Name: \_\_\_\_\_

<b>Evaluation Criteria</b>	<b>Max. Possible Points</b>	<b>Points Earned</b>	<b>Comments</b>
<b>II. TECHNICAL APPROACH</b> Project Understanding & Approach <ul style="list-style-type: none"> <li>• Tasks &amp; approach clearly described</li> <li>• Creative/innovative approach</li> <li>• Understanding of Caltrans' processes</li> <li>• Complete/thorough description of work plan</li> </ul>	<b>30</b>		
<b>III. CONSULTANT FIRMS:</b> <ul style="list-style-type: none"> <li>• <u>Prime Consultant:</u></li> <li>• Familiar with regional &amp; local issues</li> <li>• Capability to reallocate resources as needed to meet project schedule</li> <li>• <u>Sub-Consultants:</u></li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• Each sub provides unique service(s) to the team</li> <li>• Subs are fully capable of performing their tasks</li> <li>• Expertise is clearly required for this study</li> </ul>	<b>25</b>		
<b>IV. PROJECT MANAGEMENT</b> <b>Project Team:</b> <b>(Total hours: _____)</b> <ul style="list-style-type: none"> <li>• Reasonable total number &amp; distribution of hours</li> <li>• Qualifications of key individuals</li> <li>• Time commitment of key individuals</li> </ul>	<b>20</b>		
<b>V. COSTS (Total contract cost):\$_____</b> <ul style="list-style-type: none"> <li>• Realistic cost in relation to total hours</li> <li>• Total cost within allocated budget</li> </ul>	<b>10</b>		
<b>VI. REASONABLENESS of SCHEDULE</b> <ul style="list-style-type: none"> <li>• Total time allocated for each task is realistic</li> <li>• Logical &amp; realistic timing of each task</li> </ul>	<b>10</b>		
<b>VII. DBE PARTICIPATION</b>	<b>5</b>		
<b>VIII. REFERENCES</b> <ul style="list-style-type: none"> <li>• Similar projects completed on time and within budget</li> </ul>	<b>Pass/ Fail</b>		
<b>TOTAL</b>	<b>100</b>		

**Name of Evaluator (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_

**Agency:** \_\_\_\_\_



## CONTRACT BUDGET EXPLANATORY INFORMATION

### RFP No. 03-040

The sample line item budget on the following page reflects the most common format used to present budget or compensation information in contracts for planning services. Under this format, the consultant is compensated for its costs, plus given a fixed fee. All consultant (and subcontractor) costs must be allowable and consistent with Federal cost principles (see term VII, paragraph F of the MPO/Consultant Contract Boilerplate). Please be aware that the cost-plus-a-percentage-of-cost bid method, where the consultant's profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules.

In reviewing the sample line item budget, the following should be considered:

- Under direct labor, it is preferable to identify professional staff by both name and position. Such a format ties the level of effort to the staff actually responsible for the project.
- Direct labor and fringe benefits must be shown as separate dollar amounts.
- There are no provisions in the contract budget for contingency fees.
- The salary rate quoted should be the highest rate of compensation the staffer/position is expected to receive during the life of the contract. Expected merit or cost-of-living increases should be incorporated into the quoted rate.

**All consultants must prepare and submit a line item budget using the exact format shown on the following page, or may risk having their proposal disqualified.** Furthermore, for any proposal with a total contract value of \$250,000 or more, any subcontractor whose portion of the work is \$25,000 or more must also prepare and submit their own line item budget as part of the proposal.

**SAMPLE LINE ITEM BUDGET**

Consultant: Planning Horizon Services  
1234 Front Street, Suite 100  
Main Street, CA 95814-2100

RFP No. 03-040

Project: Transit Village Plan - Palmdale

**DIRECT LABOR**

<u>Staff</u>	<u>Hours</u>	<u>Rate</u> <sup>1</sup>	<u>Amount</u>
A. Adams, Project Manager	100	\$30.00/hr.	\$ 3,000
B. Brown, Project Leader	1,000	\$24.00/hr.	\$ 24,000
C. Charley, Project Technician	1,000	\$20.00/hr.	\$ 20,000
Clerical support (direct charges)	<u>250</u>	\$12.00/hr.	<u>\$ 3,000</u>
<b>SUBTOTAL – DIRECT LABOR</b>	2,350		\$ 50,000

<sup>1</sup> Direct Labor rates must be traceable to current payroll records.

**OVERHEAD AND FRINGE BENEFITS**<sup>2</sup>

Direct Labor Overhead (as determined from company records)	\$ 40,000
Fringe Benefits (as determined from company records)	<u>\$ 15,000</u>
<b>SUBTOTAL – OVERHEAD AND FRINGE BENEFITS</b>	\$ 55,000

<sup>2</sup> Many items that are normal business practice costs and tax deductible are not allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48 CFR 18.36 and OMB-87.

**TOTAL DIRECT LABOR, OVERHEAD, AND FRINGE BENEFITS** **\$105,000**

**FIXED FEE**<sup>3</sup> (rate should be consistent with other billings for similar services) **\$ 10,500**

<sup>3</sup> Fixed Fee is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subcontractors/Subconsultants.

**SUBCONTRACTORS**<sup>4</sup>

<u>Subcontractor</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Choo-Choo Engineers	1,000	\$30.00/hr.	\$ 30,000
Overhead and Fringe (50%)			<u>\$ 15,000</u>
Subtotal			\$ 45,000
Fixed Fee (10%)			<u>\$ 4,500</u>
Total Choo-Choo Engineers			\$ 49,500
W. Water, Environmental Consultant	<u>100</u>	\$36.00/hr.	<u>\$ 3,600</u>
<b>SUBTOTAL – SUBCONTRACTORS</b>	1,100		<b>\$ 53,100</b>

<sup>4</sup> All subcontractors whose portion of the total contract is valued at \$25,000 or more must break out their costs above in the same format as has been done for Choo-Choo Engineers.

**OTHER DIRECT COSTS (ODCs)**<sup>5</sup>

Graphics development	\$ 2,500
Postage	\$ 100
Printing	\$ 1,000
Telephone (long distance)	\$ 200
Travel (local)	\$ 200
Parking	<u>\$ 75</u>
<b>SUBTOTAL – OTHER DIRECT COSTS</b>	<b>\$ 4,075</b>

<sup>5</sup> ODCs must be fully documented and included with invoices during the contract period of performance. If contract is subject to a pre-award audit, support for these ODCs will be reviewed similar to that done for Direct Labor, Overhead, and Fringe Benefits.

**TOTAL CONTRACT COST<sup>6</sup>**

**\$~~172,675~~**

<sup>6</sup>Contracts less than \$250,000 MAY require a pre-award audit; those at \$250,000 or more WILL require a pre-award audit.

**TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29  
DEBARMENT AND SUSPENSION CERTIFICATION**

**RFP No. 03-040**

All persons or firms, including subcontractors, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;

has not been suspended debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;

does not have a proposed debarment pending; and

has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

---

Name of Firm

---

Signature (original signature required)

---

Date

# SCAG CONFLICT OF INTEREST FORM

(Revised February 2002)

RFP No. 03-040

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts valued at \$25,000 or more must complete and submit this SCAG Conflict of Interest Form to SCAG along with your contract proposal. This requirement also applies to any proposed subcontractors whose portion of the overall work is valued at \$25,000 or more. Failure to comply with this requirement may cause your contract proposal to be declared non-responsive.

In order to answer the questions contained in this form, you will need to review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

**Name of Firm:** \_\_\_\_\_

**Project Name or Description:** \_\_\_\_\_

**RFP Number:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Preparer's Name:** \_\_\_\_\_

## SECTION II: QUESTIONS

- Does your firm have any existing relationships with employees of SCAG or members of the SCAG Regional Council that could be construed as involving "conflicts of interests" (i.e., financial interests) within the meaning of the SCAG Conflict of Interest Policy, or which would give rise to a conflict if your firm becomes a recipient of a contract with SCAG?

\_\_\_\_\_ **YES**          \_\_\_\_\_ **NO**

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve months?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

If “yes,” please list name, position, and dates of service:

<b>Name</b>	<b>Position</b>	<b>Dates of Service</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your contract proposal?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

If “yes,” please list name and the nature of the relationship:

<b>Name</b>	<b>Relationship</b>
_____	_____
_____	_____
_____	_____

4. In the last twelve months, have you or any members of your firm been a business partner of, employed, or been about to employ an employee of SCAG or member of the SCAG Regional Council?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

If “yes,” please list name and the nature of the relationship:

<b>Name</b>	<b>Relationship</b>
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, contributions (including political contributions) or gifts to any current employee of SCAG or member of the SCAG Regional Council?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the selected firm.

Project Name or Description: \_\_\_\_\_

RFP Number: \_\_\_\_\_

### **DECLARATION**

**I, (printed full name) \_\_\_\_\_, (Social Security Number; optional) \_\_\_\_\_ hereby declare that I am the (position or title) \_\_\_\_\_ of (firm name) \_\_\_\_\_, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated \_\_\_\_\_ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.**

\_\_\_\_\_  
Signature of Person Certifying for Selected Firm  
(Original signature required)

\_\_\_\_\_  
Date

### **NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



## **SCAG Vendor/Consultant Application Materials**

**TO:** Prospective Vendors/Consultants

**SUBJECT:** Incorporation of Vendors and Consultants into SCAG's Management Information System

**Main Office**  
818 West Seventh Street  
12th Floor  
Los Angeles, California  
90017-3435  
  
t(213) 236-1800  
f(213) 236-1825  
  
[www.scag.ca.gov](http://www.scag.ca.gov)

All companies and individual consultants doing business or interested in doing business with the Southern California Association of Governments (SCAG) must have an account created in SCAG's vendor and consultant database. By including all of our vendors and consultants in the database allows for more expeditious business transactions.

To ensure that there is an account for you in the system, please complete both the enclosed SCAG Vendor/Consultant Application Form (2 pages) and the Commodity Code/Consultant Profile (3 pages). **Please be sure to check all boxes of the Commodity Code/Consultant Profile that apply to your company's particular business interests or areas of expertise.** Feel free to use the "Other" option and write in your own detailed description if none of the codes fully capture the essence of your work. For commodity code definitions, please refer to the attached Description of Potential Technical Service Needs.

Please remember to indicate your Federal Tax Identification Number (TIN). If you are not incorporated and are a 1099 company, please provide your 1099 Tax Reportable Name, as well as either your TIN or Social Security Number (SSN).

When finished, please fax all five pages to JoAnn Armenta/Central Files at (213) 236-1964. Or, mail your completed application materials to:

JoAnn Armenta/Central Files  
Southern California Association of Governments  
818 W. Seventh Street, 11<sup>th</sup> Floor  
Los Angeles, CA 90017-3435

Questions regarding the application materials should be directed to Sandee Scott at (213) 236-1974 or Laura Aguilar at (213) 236-1922.

Again, if you wish to be included in SCAG's vendor and consultant database, all five pages of the application materials must be completed and returned by your company.

Sincerely,

Sam Mehta  
Manager of Contracts

Attachments: SCAG Vendor/Consultant Application Form  
Commodity Code/Consultant Profile

Doc #76739  
10/31/02



## Description of Potential Technical Service Needs

## SCAG Vendor/Consultant Application Form

(please print clearly)

Name of Company:\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_Zip Code:\_\_\_\_\_

Federal Tax Identification Number (TIN):\_\_\_\_\_

Primary Point of Contact:\_\_\_\_\_

Title:\_\_\_\_\_

Telephone Number:\_\_\_\_\_

Fax Number:\_\_\_\_\_

E-mail Address:\_\_\_\_\_

(Please give careful consideration to the e-mail address provided. It will be used to notify your company of relevant Invitations for Bid, Requests for Proposals, etc. The email address listed should be that of someone who typically handles bids and proposals for your company.)

Company Web site Address:\_\_\_\_\_

\_\_\_\_\_

### **PAYMENT ADDRESS (IF DIFFERENT FROM MAILING ADDRESS ABOVE)**

Payment Name:\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_Zip Code:\_\_\_\_\_

Telephone Number:\_\_\_\_\_

Fax Number:\_\_\_\_\_

E-mail Address:\_\_\_\_\_

Does your firm require a 1099 (circle one)?                      YES                      NO

If "yes," provide Social Security Number or Tax ID Number: \_\_\_\_\_

Is your firm a Disadvantaged Business Enterprise (DBE), as defined in Title 49, Part 26 of the Code of Federal Regulations (circle one)?                      YES                      NO

If you are a certified DBE, please provide a copy of your certification with this completed application form. For those vendors/consultants located within the Southern California region, certification must be either from the Metropolitan Transportation Authority, the City of Los Angeles, the John Wayne Airport, or the Orange County Transportation Authority (OCTA). If you have been certified by an agency other than one of these four, we will forward your current certification to Caltrans for verification before SCAG can accept it.

If you believe you qualify as a DBE but are not certified, you may want to contact one or more of the following agencies to initiate the certification process:

**DEPT. OF TRANSPORTATION (CALTRANS)**  
**DBE Certification Unit**  
707 3rd Street, 1st Floor, Room 400  
West Sacramento, CA 95605  
Phone: (866) 810-6346 Fax: (916) 324-1862  
<http://www.dot.ca.gov/>

**ORANGE COUNTY TRANSPORTATION AUTHORITY (OCTA)**  
**Small Business Programs**  
550 South Main Street  
P.O. Box 14184  
Orange, CA 92863-1584  
Phone: (714) 560-5620 Fax: (714) 560-5792  
[www.octa.net](http://www.octa.net)

**CITY OF LOS ANGELES**  
**Office of Contract Compliance**  
600 South Spring St., Suite 1300  
Los Angeles, CA 90014  
Phone: (213) 847-6480 Fax: (213) 847-5566  
<http://www.lacity.org/bca/>

**COUNTY OF ORANGE JOHN WAYNE AIRPORT**  
3160 Airway Avenue  
Costa Mesa, CA 92626  
Phone: (949) 252-5175 Fax: (949) 252-5225  
<http://www.ocair.com>

**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (MTA)**  
**Small Business Diversity and Labor Compliance**  
One Gateway Plaza  
Los Angeles, CA 90012  
Phone: (213) 922-2600 Fax: (213) 922-7660  
[www.mta.net](http://www.mta.net)

Should you have any questions when completing your certification application, you can contact Triaxial Management Services at (310) 537-6677. Triaxial offers free consultation support to firms interested in highway construction projects and related contracts involving Federal funding.

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

(Original signature required)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Commodity Code/Consultant Profile**

### **General Goods & Services**

<b>Check</b>	<b><u>NIGP</u></b>	<b>Description</b>
	60001	Painters
	60007	Electrical
	60008	Plumbing
	60009	Small General Contractors
	60012	Architects, Engineer
	60016	Security Systems
	60017	H V A C Contractors
	60030	Sound Systems And Electronics
	60102	Postage & Courier Services
	60102.1	Postage Machines
	60104	Memberships(Professional)
	60105	Subscriptions (Periodicals)
	60200	Computer Hardware
	60201	Computer Software
	60202	Computer Supplies
	60203	Computer Services
	60204	Telecommunications
	60233	Appliances
	60400	Audio Visual Equipment
	60401	Audio Visual Supplies
	60402	Video Equipment
	60545	Moving & Storage
	60637	Lease - Equip
	60637.1	Lease – Building
	60638	Maintenance Agreement
	60640	Copiers/Mimeo/Dupl.
	60670	Furniture--Office/Co
	60700	Typewriters & Supplies
	60701	Office Machines, Fax
	60702	Office Machine Supplies
	60710	Stationery Supplies
	60720	Paper, Fine
	60730	Trophies & Awards
	60863	Temporary Staffing
	60875	Registrations (Training & Seminars)
	61000	Office Supplies



## Consulting

Check	NIGP	Description
	91804	Accounting/Auditing/Budget Consulting
	91804.1	Organizational, Financial and Performance Audits/Project Management Services
	91806	Administrative Consulting
	91806.1	Administrative Services
	91812	Modeling-Analytical Studies and Surveys
	91812.1	Survey & Data Collection
	91812.2	Travel Demand Model Improvement
	91812.3	Geographic Information System
	91812.4	Software Support for Studies and Surveys
	91812.5	Regional Data Systems
	91817	Aviation Consulting
	91826	Communications: Public Relations Consulting
	91828	Computer Hardware Consulting
	91828.1	Computer Service Center
	91829	Computer Software Consulting
	91829.1	Information Systems
	91829.2	Unix Systems Support
	91829.3	Macintosh Computer Technical Support
	91837	Economy Analysis Consulting
	91838	Education and Training Consulting
	91840	Employee Benefits Consulting
	91843	Environmental Consulting (NEPA & CEQA w/environmental impact report)
	91846	Feasibility Studies (Consulting)
	91849	Finance/Economics Consulting
	91858	Governmental Consulting
	91858.1	Government Relations
	91858.2	Institutional Analysis
	91863	Housing Consulting
	91865	Human Relations Consulting
	91866	Human Resources Consulting
	91866.1	Executive Search
	91866.2	Insurance Broker Services
	91874	Legal Consulting
	91874.1	Legislative Services
	91874.2	Alternative Dispute Resolution
	91875.1	Organization & Staff Development
		Management Consulting
	91876	Marketing Consulting (Surveys, Public opinion polling, market analysis)



### Consulting (cont.)

Check	NIGP	Description
	91876.1	Social Economic Impact Analysis
	91876.2	Social Justice/Equity Analysis
	91879	Minority and Small Business Consulting
	91883	Organizational Development Consulting
	91885	Personnel/Employment Consulting
	91892	Urban Planning Consulting
	91892.1	Growth Visioning Planning
	91893	Security/Safety Consulting
	91894	Traffic Consulting
	91895	Telecommunications Consulting
	91896	Transportation Planning Consultant
	91896.1	Highway Corridor Analysis
	91896.2	Rail Planning & Analysis
	91896.3	Transit & Non-motorized Planning & Analysis
	91896.4	Transportation Management & Coordination
	91896.5	Truck Lane Analysis/Goods Movement
	91896.6	Transportation Financing
	91896.7	Transportation & Economic Development
	91896.8	Transportation Investment Analysis
	91896.9	Transportation Modeling Support
	91896.10	Rideshare Contractor and Rideshare Software Support
	91897	Gas, Water, Electric Consulting
	91897.1	Air Quality Planning & Modeling
	91897.2	Water Supply Analysis
	90640	Graphic Design (Services)
	90640.1	Imagesetting
	90640.2	Premium/Promotional Items
	96600	Printing & Related Services (Typeset/Print/Layout)
	90868	Project Management
	96115	Catering & Concessions (Vending: Mobile & Stationary)
	96115.1	Coffee & Tea Service
	96115.2	Bottled Water
	96175	Translation Services
	96618	Copying Services (Reproduction)
	91528	Mailing Services & Electronic Information (Fulfillment Services)
		Other (describe here): _____ _____ _____





## **DESCRIPTION OF POTENTIAL TECHNICAL SERVICE NEEDS**

### **Transportation Planning - 91896**

Transportation planning experience including non-motorized, transit, highways, aviation and engineering (related to transportation policy/planning), and advanced technology. Ability and experience in conducting highway and transit network analysis and modeling and drawing conclusions from the analysis. Experience in conducting analysis of new transportation technologies. Experience in transportation demand management planning.

### **Institutional Analysis – 91858.2**

Understanding and experience in analyzing and developing governmental mechanisms for establishing joint powers agreements and cooperative financial arrangements, i.e., Memorandum of Understanding, mitigation contracts, mutual service agreements, etc.

### **Finance/Economics Consulting - 91849**

Experience and knowledge of uniform cost estimating, financial forecasting and the ability to perform financial analysis of alternative proposals particularly in the areas of transportation, housing, commercial, industrial and public facilities.

### **Surveying, Public Opinion Polling and Market Analysis - 91876**

Experience and knowledge in developing survey questionnaires, ascertaining specific survey methodologies and sample sizes, and administering public opinion, attitudinal, and behavioral characteristic surveys. Experience in cost and price, service and market demand assessment particularly in areas relating to transportation services. Experience in conducting focus groups.

### **Social Economic Impact Analysis – 91876.1**

Experience in applying input/output model to analyze the social economic impacts of SCAG policies, plans, and programs.

### **Social Justice/Equity Analysis – 91876.2**

Experience in assessing tax burdens, policy/plan impacts/costs/benefits and their allocations among income/ethnic/age/gender etc. groups.

### **Economic Analysis Consulting – 91837**

Experience in examining and reporting on the Southern California economy and

constructing/developing model to assess how business will respond to public policies.

### **Growth Management Planning – 91892.1**

Experience in generating growth management strategies, and in investigating, writing reports and working with cities and committees on this subject.

### **Growth Visioning Planning – 91892.1**

Experience in coordination and development of a growth visioning plan from a regional and sub regional perspective. Consultants must demonstrate expertise in simultaneous levels of performance with conceptual understanding of the complexities of such a plan.

### **Environmental Analysis - 91843**

Environmental planning analysis including impact analysis and the development of mitigation measures, with experience in preparing EIR/EIS for complex transportation projects and technical development proposals. Firms experienced in Air Quality Modeling & Analysis, Noise modeling & Analysis, NEPA, CEQA, Clean Water Act (CWA) section 401 & 404, Environmental Impact Report, Endangered Species Act (ESA), Aviation Planning, Air Space Study & Aviation Regulations.

### **Information Systems – 91829.1**

Experience in one or more of the following areas including design and development of complex software products, data base design, and web site design and programming.

### **Regional Data Systems – 91812.5**

Ability and experience in the following areas including development of small area (census tract and transportation analysis zones) forecasts and estimate methods, development of Geographic Information System ARC INFO topologies and related data bases from aerial photography and planning maps, development of site specific employment files. Ability to provide employer site file with employment estimates and individual code identification of all work sites.

### **Transportation Modeling Support – 91896.9**

Firms experienced in travel demand models, experienced in travel surveys, and software related to travel demand models. Firms familiar with the transportation planning process. Firms experienced with GIS interface, trip generation, trip distribution, mode choices and traffic assignment, impact analysis, GIS Arcview, Arcinfo, database management, GIS web

applications, and GIS database,

**Unix Systems Support – 91829.2**

Unix systems administrations, system programming, software development, and software maintenance.

**Rideshare Contractor and Rideshare Software Support – 91896.10**

Consultant performs systems analysis and software development services for the Information Services Department, Rideshare Operation to maintain and enhance existing carpool matching and transit itinerary software.

**Support Services****Assistance in Providing the Following Operational Administrative Services – 91806.1:**

Including Word Processing, Reproduction, Data Entry and Verification.

**Assistance in Developing Data Base Computer Programs in Support of SCAG's Management Information Systems – 91829.1****Architect/Engineering Services - 60012**

Office space planning and construction.

**Graphic Support Services - 90640**

Provide freelance graphic designers and production artist for purpose of staffing Graphics Unit during overload periods or when regular staff is out due to vacations, sick leave or personal days. Projects include publications, maps and presentations. Must be knowledgeable in major Macintosh Graphics programs including Illustrator, Quark and PhotoShop.

**Macintosh Computer Technical Support – 91829.3**

Provide technicians to troubleshoot conflicts/problems with software and hardware for (5) Macintosh workstations and a main server for the Graphics Unit. Must be able to set up new workstations, install new software and make recommendations for upgrades/enhancements. Must be available on short notice.

**Printing Services - 96600**

High quality offset lithography printing of publications including newsletters, posters, brochures, premium items, letterhead, envelopes, business cards, reports, presentation folders to name a few. Vendor must be able to accept digital files from the Macintosh. Computer to plate or Direct to Plate print proofing preferred (this process avoids costly film or matchprint proofing).

**Premium/Promotional Items – 90640.2**

Provide imprinting of graphics on premium items for special events or promotions. Some of these items include cups, mugs, t-shirts attached cases to name a few. Vendor must also supply product for imprinting.

**Imagesetting – 90640.1**

Vendors to provide 35 mm slide output, Iris Prints and large digital scans of artwork. Other services include Film Processing, Award Plaque production, Framing, Photo shoots-freelance photographer, Mounting/Lamination of Posters, and Royalty-free Stock Photos

**Legislative Services – 91874.1**

Experience with legislative analysis and advocacy particularly at the State and Federal level.

**Government Relations – 91858.1**

Experience working with elected officials and staff in information exchange and policy development.

**Public Communications - 91826**

Experience and knowledge in the techniques of effective public communications and designing collaborative outreach programs for specific work effort.

**Organization and Staff Development - 91883**

Services in staff development and training including managerial strategic planning, organizational analysis, individual and group coaching/interventions and onsite custom seminar planning in a variety of areas including communication, interpersonal skills, wellness, personal development, and technical skills. Experience in the public sector is desirable.

## **Organization, Financial and Performance Audits/Project Management Services – 91804.1**

Experience in preparing annual audit reports and recommendations relative to organizational effectiveness. Requires knowledge of preparing reports pursuant to A-133 and Single Audit Reports to the Federal Government. Experience and knowledge with computerized accounting systems used in governmental entities. Experience in providing assistance in managing projects.

## **Human Resources Planning - 91866**

Experience, particularly with public agencies, in classification compensation and benefits analysis, performance management, and related areas.

## **Legal Services – 91874.1**

Ability to provide legal services with particular emphasis on long-range planning in the areas of transportation, housing planning, and environmental review. Knowledge and experience in dealing with Federal and State laws in these areas.

General experience and knowledge in the legal operation issues in public agencies in California, including, but not limited, to personnel and contracts.

## **Alternative Dispute Resolution – 91874.2**

Provide alternative dispute resolutions services, including convening, mediation and negotiated rulemaking for public policy issues.

## **Computer Service Center – 91828.1**

Assistance in managing our Computer system. Experience with Novell and AIX systems. Computer Hardware, Software, Training, and Maintenance services.

## **Executive Search – 91866.1**

Conduct high level executive recruitment. Public sector experience required.

## **Insurance Broker Services – 91866.2**

To provide broker of record services for the agency in the areas of comprehensive health and welfare benefits, workers' compensation, property and liability, Public Officials, and Employment Practices Liability.